

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300150006-5
PROJECT REPORT

XXX October, 1950

PROJECT	ASSIGNEE	INITIATION DATE	TARGET DATE	PERCENT COMPLETE	REMARKS
52. Interpretation of laws pertaining to records disposal		10 August	15 October	25X100%	
25X153. Requirements of Notice <input type="checkbox"/>		26 July	30 October	29% 100% 100%	OSI, OO, CCD, CRE contacted.
25X154. Requirements of Notice <input type="checkbox"/>		7 Nov 1949			
b. Training					
(1) Lectures for orientation of filing personnel, GS 1-5		22 March		25X1	Present program discontinued 26 October 1950. Three lectures in October.
(2) Training for Records personnel, GS-7 and up					To be established.
c. Inventory of files					
(1) Received and coded	Entire Staff RMB		21 Sept.	100%	
(3) IBM cards punched			20 October	100%	
(4) Verification of IBM Inventory List			20 October	100%	
(5) Coordinate CIA Records Inventories	Entire Staff RMB		1 January	1%	1% of Inventories have been evaluated.
d. Evaluation of Records Series	Entire Staff RMB		Continuing		Disposition determined for 1% of files series inventoried.
e. Disposal Schedule			Continuing		Description prepared for eight record series.
f. Disposal Lists			Continuing		
g. Disposition of Records					
(1) Destruction					No destruction reported during October as result of reduction of records program.
(2) Transfer					No transfers reported during October.
(3) Microfilming	Entire Staff RMB	17 August	Continuing		To date 344,872 images have been filmed. 124,173 of these were in October.
(4) Preparation of draft for administrative authority on Form 60-80, "Documents Disposal Report"					
55. Vital Records - assigned by OC/RVD and Notice <input type="checkbox"/>		7 June		25X90%	
		26 July			

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~~MANAGEMENT INFORMATION PROJECT REPORT~~

XXX October, 1950

PROJECT	ASSIGNEE	INITIATION DATE	TARGET DATE	PERCENT COMPLETE	REMARKS
55. (Continued) a. Microfilmed (1) Film Received - (2) Film sent to Reproduction (3) Film received from Reproduction (4) Film reviewed (5) Film returned to originator (6) Film sent to Repository				80% 80% 70%	Of the CIA overt components 80% of the initial micro-filming is complete. A total of 966,565 images have been filmed, 155,984 in October. (1) 674 reels received, 193 in October. (2) Same as above. (3) 565 reels received, 211 in October. (4) 285 reels reviewed, 143 in October. (5) 85 reels returned, 34 in October. (6) 21 reels sent to Repository, all in October.
56. Classification Adjustments - assigned by Chief, Ly/OCD a. Reclassification Reports (1) CIA (2) Other b. Reclassification Notice	Comfort	1 October	Continuing	25X1	551 cards have been set up in a Regrading Control File. Two reclassification notices were sent out in October.
57. Procurement Requirement Staff G/O-33 a. Records analyst assigned b. Contact (1) Analysis of functions (2) Records Officer assigned (3) Records Officer indoctrinated c. Records to be maintained (1) Acquired (2) Created		22 Sept.		25X1	Assigned as records analyst. To be contacted in November.
58. Review of COAPS Files		20 October	15 Nov.	25X1	75%
59. Review of ORE/EE Files		30 October	30 Nov.		

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